

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the mumeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	09 February 2024
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 02/21</u>	:	<u>ASSISTANT DIRECTOR: ANTHROPOLOGICAL & GENEALOGICAL SERVICES RESEACHER REF NO: 2024/01</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification in Anthropology/Political Studies/Public Administration/Public Policy and any other relevant qualification at NQF level 7 plus a minimum of 3 years relevant experience in conducting social science research for public or private sector institutions. Experience in the use of social science research software packages for data analysis (e.g. SPSS, Stata and R, Nvivo). A valid driver's licence. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological or historical research skills; report writing, knowledge and ability to qualitative and quantitative research, presentation skills and computer literacy. A relevant postgraduate degree or research experience on matters related to traditional and Khoi-San leadership and communities will serve as an advantage.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the development and review of the Traditional Affairs Research Agenda. Conduct research on issues related to the traditional affairs sector (traditional and Khoi-San communities and leadership) using among others social science research software packages for data analysis. Produce and present research reports to internal and external stakeholders. Write short study-briefs for non-research audiences. Facilitate and monitor implementation of the research recommendations by various stakeholders.
<u>ENQUIRIES</u>	:	Ms W Khuzwayo Tel No: (012) 336 5835